

**I-11.01 Plan Revisions Prior To Bid Opening**

1. Plan Revisions (prior to authorization) - - Revisions to plans after originals have been sent to Planning and Programming Division should be reviewed by the Design Engineer or Assistant Design Engineer. The intent of this requirement is to provide a process which generates final plans by the plan completion date with an absolute minimum of changes. An emphasis on checking plans by designers and supervisors is therefore required.
2. Plan Revisions (after authorization - prior to bid opening) - - Addendums to plans that have been submitted to contractors should be approved as in the paragraph above. It is the intention here that only necessary addendums are developed. Plan revisions that can be delayed should not be processed until after the bid opening date and should then be processed as ordinary change orders (see I-11.02). Procedures for developing an approved addendum are as follows:
  - a. Prepare memo detailing required plan changes for Design Engineer's signature.
  - b. All plan sheets being revised should be annotated with the revision date.
  - c. Plans should be resubmitted to the Planning and Programming Division for reprinting of appropriate sheets.
  - d. One copy of plan revision memo and all revised plan sheets with changes highlighted should be forwarded to Construction Services and Planning and Programming Divisions.
  - e. Advise Engineering Services of these changes on their form.
  - f. The designer should obtain verbal approval from FHWA for all addenda that are initiated within the division.
  - g. Addenda sent to contractors five working days prior to the bid opening date have to be transmitted by telegram. All efforts should be made to clear addenda, that designers are knowledgeable of, through Construction Services Division, prior to this period to reduce the cost of contractor notification.

Should it become apparent that the development of final plans cannot be accomplished in accordance with the plan completion date, as established in the department bid opening schedule, all efforts should be made to obtain a realistic bid opening date. All section heads are to review the bid opening schedule on a continuing basis and to identify any project for which the present completion date, as established, is not realistic and to bring this to the Design Engineer's attention.

**I-11.02 Plan Revisions After Bid Opening**

The following guidelines should be followed when making plan revisions after the project bid opening.

- A. Check for approval of the changes from the District, Construction Services, Design, and FHWA.
- B. Retrieve original plans from Records Center.
- C. Locate the project file in the R: drive, locate the plan sheet(s) to be revised, make the plan revisions, and place the revision date in the upper right corner. (The original quantity sheets shall not be revised.)
- D. Put revision date and list of sheets revised, or added, on the Table of Contents.
- E. Write, or stamp, "VOID" and date all sheets that have been superseded by the plan revision, and place them in the back of the original plans.
- F. Locate form SFN 7504 in Lotus Notes by left clicking as follows: NDDOT Applications, double click NDDOT Inter-office Forms, then single click Inter-office Forms, then Design, then Design, then SFN 7504. Enter revision information in highlighted portions of form, then save completed form in the project file by clicking on File, Save, then enter where the plan revision is to be saved.
- G. The completed form SFN 7504, Plan and/or Contract Revision, should have the following information in addition to the project identification:
  - A. Describe change
  - B. Cost estimate of revision
  - C. Method of payment to be determined by Construction Services
  - D. Form to be signed by Design Engineer or Assistant Design Engineer
- H. Review steps 1 through 7 and recheck quantity changes and calculations.
- I. Print and distribute revision:
  - A. 5 copies of SFN 7504 (Plan and/or Contract Revision)
    - A. 4 copies and the original signed copy to Construction Services
    - B. 1 copy for project file

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- B. 21 copies of plan revision
  - A. 20 copies to Construction Services
  - B. 1 copy to project file
- C. For Traffic Section, city project revisions
  - A. 23 copies to Construction Services
  - B. 1 copy to project file